

**POLICY AND PROCEDURE MANUAL
PHARMACY SERVICES**

SECTION: **PERSONNEL RELATED POLICIES**

SUBJECT: **TIME CARDS**

CODE: 9.12.0
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PAGES: 1 of 1

POLICY

Each employee shall accurately report to their supervisor the time worked and the time off. Time cards will be used to clock in and out. Inpatient and Outpatient Pharmacy staff will utilize the provided time clock.

If an employee forgets to clock in, the employee will write in the time and have it initialed by a pharmacist or supervisor. Numerous written times will not be condoned and will be subject to discipline.

Each Supervisor shall verify the records placed on time cards by their employees and reconcile the entries with the electronic time entries of each employee.

Employees who falsify any time recordings, are subject to disciplinary action.

Reviewed: 4/15/2016bdk, 12/26/2018bdk, 4/19/2022 TT

Approved By: 